

**DEPARTMENT OF EDUCATION  
CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM  
JOB OPPORTUNITY  
HEAD NURSE**

**BULLARD HAVENS TECHNICAL HIGH SCHOOL**

**\*\*\*REANNOUNCED WITH A NEW CLOSING DATE\*\*\***

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public  
**Location:** 500 Palisade Avenue, Bridgeport, CT 06810  
**Hours:** 7:30 a.m. – 3:00 p.m.  
**Salary:** \$30.49 per hour  
**Closing Date:** September 2, 2011  
**Job Posting #:** 060535

**EXAMPLE OF DUTIES:**

Independently provides counseling and health education services to students and staff; serves as member of crisis intervention team; provides assessment of medical problems; determines need for physician or medical care; performs basic evaluative procedures and tests; performs primary first aid; ensures that controlled drugs are properly stored; makes referrals and follows up on health needs; provides counseling on health related issues; maintains accurate medical records; writes reports; may administer medication; may administer routine tests or exam; performs related duties as required.

**GENERAL KNOWLEDGE:**

Considerable knowledge of and ability to independently apply nursing principles, techniques and standards; considerable knowledge of specialized patient/client care applicable to nursing assignment; considerable knowledge of medications, their actions, interactions, uses and side effects; knowledge of general and mental health conditions and treatment interventions through utilization of assessment, nursing diagnosis, outcome identification, health planning, implementation and reevaluation; knowledge of adult learning and family systems theory; knowledge of and sensitivity to cultural and socio-economic differences; considerable interpersonal skills; oral and written communication skills; ability to establish and maintain collaborative relationships with other professionals, community resources and providers; ability to act as a role model to health care staff; supervisory ability.

**GENERAL EXPERIENCE:**

Two (2) years experience as a Registered Professional Nurse.

**SPECIAL EXPERIENCE:**

One (1) year of the General Experience must have been working with the type of patients and/or clients serviced by the agency.

**SUBSTITUTION ALLOWED:**

A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience.

**SPECIAL REQUIREMENT:**

Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.

**NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.**

**ELIGIBILITY REQUIREMENT:**

In addition to meeting the above requirements, candidates **must** submit the following information in order to be considered for this position:

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Application materials must include documentation of at least two (2) years experience as a registered nurse and of at least one (1) year of special experience, in the form of school nursing or work with children/adolescents in another healthcare setting, must be provided. To receive credit for per diem or substitute nurse employment, you must provide documentation from your employer verifying the full-time equivalent of such service
4. Performance appraisals for the last two (2) years
5. Copy of current nursing license
6. Three (3) current letters of professional reference to:

**Connecticut State Department of Education  
Bureau of Human Resources  
165 Capitol Avenue  
Hartford, CT 06106  
ATTN: Kim Barberi  
TEL: (860) 713-6691  
FAX: (860) 713-7011  
E-MAIL: [kim.barberi@ct.gov](mailto:kim.barberi@ct.gov)**

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding Connecticut Technical High School system's nondiscrimination policies and practices should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
(860)-807-2071  
(Equal Employment Opportunity Director/American with Disabilities Act Coordinator)

Beatrice Tinty  
Education Consultant  
Connecticut Technical High School System  
25 Industrial Park Road  
Middletown, CT 06457  
(860)-807-2220  
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921;  
(617) 289-0111  
Fax number (617) 289-0150  
TTY/TDD (877) 521-2172  
(matters related to race, color, national origin, age, sex and/or disability).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.